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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

FROM : Chief, Administrative Training

SUBJECT: Weekly Report, 7-14 August

DATE: 15 August 1956

1. A request for special cable training for senior PP Staff secretaries was received by phone from Mr. [REDACTED]. While only a few of the secretaries actually type cables during a normal work day, they all take Saturday duty. When this occurs they must be able to do a variety of tasks. This specific requirement is the result of a secretary having the duty last Saturday and not being able to type a cable prepared by Mr. [REDACTED]. It was suggested to Mr. [REDACTED] that half of the people could audit the cable coverage in the Administrative Procedures, beginning the 10th of September and a special session of about 4 hours could be set up for the remainder. Proper channels will be used for final planning.

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2. Mr. [REDACTED] the Training Liaison Officer of OSI requested that we see Mr. [REDACTED] to brief him on the instruction given on cables and dispatches. This opens the possibility of running special cable and dispatch sessions for the DDI.

3. I received a call from Mrs. [REDACTED], FI Training Officer, asking that I brief one dependent regarding her status as a dependent [REDACTED]. Arrangements have been made to meet with her.

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4. As Mr. [REDACTED] and his family are moving overseas, it has come to our attention that his wife has not been advised that she could attend a Dependents' Briefing session. If this is normal in handling dependents going to the [REDACTED] area, we would like to suggest that they be included in future briefings.

5. Miss [REDACTED] have returned from a few days Sick Leave. Mrs. [REDACTED] has returned from one week's Annual Leave.

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25 YEAR RE-REVIEW

cc: [REDACTED]

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